DOCUMENT RESUME

ED 110 693 CE 004 486

TITLE	Automatic Digital Switching Specialist Career Ladder: United States Air Force Job Inventory. AFSCs 29530, 29570, and 29590.
INSTITUTION	Air Force Personnel and Training Research Center, Lackland AFB, Tex.
REPORT NO	AFPT-90-295-124
PUB DATE	1 Dec 73
NOTE	34p.; For related documents, see CE 004 485 and CE 004 487
EDRS PRICE	MF-$0.76 HC-$1.95 Plus Postage
DESCRIPTORS	Career Ladders; *Military Personnel; *Occupational Information; *Programers; *Systems Analysis; *Task Analysis
IDENTIFIERS	Air Force; *Job Inventories

ABSTRACT

The U. S. Air Force job inventory for the automatic digital switching specialist career ladder is divided into 12 categories, each of which is broken down into a duty-task list. Space is provided for Air Force personnel filling out the inventory to check whether each task is at present part of their duties. The 12 categories are: organizing and planning; directing and implementing; inspecting and evaluating; training; maintaining forms, records, and reports; performing traffic services section operations; performing magnetic tape functions; operating on-line equipment; performing software management functions; performing off-line equipment operations; performing system analysis functions; and performing computer programing functions. A personnel information questionnaire is also included. (JR)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

UNITED STATES AIR FORCE

JOB INVENTORY

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

AUTOMATIC DIGITAL SWITCHING SPECIALIST
CAREER LADDER
AFSCs 29530, 29570, and 29590

OCCUPATIONAL SURVEY BRANCH
3700 OCM SQ
LACKLAND AFB, TEXAS 78236

AFPT 90-295-124
1 December 1973

JUN 23 1975

INSTRUCTIONS

DO NOT REMOVE ANY CARDS
FROM THE ENVELOPE UNTIL
YOU ARE READY TO USE
ANSWER CARD A. INSTRUCTIONS
ARE ON PAGE iv.

GENERAL INSTRUCTIONS

1. Your assistance in completing this inventory is VERY IMPORTANT. Your answers will be used to:

   a. Write specialty descriptions for your career ladder.

   b. Develop training materials

2. To qualify for this survey:

   a. You must have a duty AFSC of 29530, 29570, or 29590.

   b. You must have been working in your present job assignment for at least four weeks.

   c. If your duty AFSC is 29590, you must be supervising AFS 295X0 personnel.

3. This booklet is in three sections. You must complete all three sections in order.

   SECTION I PERSONNEL INFORMATION (answer directly in the booklet)

   SECTION II BACKGROUND INFORMATION (answer on card A)

   SECTION III TASK INFORMATION

   Part I, task checking (check directly in the booklet)

   Part II, time rating (time rate on attached cards)

INSTRUCTIONS

SECTION I

PERSONNEL INFORMATION

INSTRUCTIONS

Turn to page 3 and answer the personnel information questions. Print or check your answer directly into the booklet using a number 2 pencil.

4

PERSONNEL INFORMATION

CASE CONTROL NUMBER (1–4)

PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BOXES

LAST NAME – FIRST NAME – MIDDLE INITIAL (5–22)

GRADE (23)

E1	E2	E3	E4	E5	E6	E7	E8	E9
☐	☐	☐	☐	☐	☐	☐	☐	☐
AB	AMN	A1C	SGT	SSGT	TSGT	MSGT	SMSGT	CMSGT

SOCIAL SECURITY ACCOUNT NUMBER (24–32)

☐☐☐ – ☐☐ – ☐☐☐☐

(24–26) (27–28) (29–32)

DUTY TELEPHONE EXT

_____

CIRCLE THE HIGHEST EDUCATION LEVEL (OR GED EQUIVALENT) YOU HAVE COMPLETED (33–34)

ELEMENTARY				HIGH SCHOOL				COLLEGE				GRADUATE	
05	06	07	08	09	10	11	12	13	14	15	16	17	18

MAJOR COMMAND (35)

A	G	C	E	Y	F	M
☐	☐	☐	☐	☐	☐	☐
AAC	ACIC	ADC	AFAFC	AFCS	AFLC	AFRES
H	**J**	**K**	**P**	**N**	**Q**	**R**
☐	☐	☐	☐	☐	☐	☐
AFSC	ATC	AU	HQ COMD	HQ USAF	MAC	PACAF
S	**T**	**B**	**D**	**L**	**U**	
☐	☐	☐	☐	☐	☐	☐
SAC	TAC	USAFA	USAFE	USAFSO	USAFSS	

PRIMARY AFSC (36–42)

PREFIX ☐ (36) NUMBER ☐☐☐☐☐ (37–41) SUFFIX ☐ (42)

DUTY AFSC (43–49)

PREFIX ☐ (43) NUMBER ☐☐☐☐☐ (44–48) SUFFIX ☐ (49)

TOTAL MONTHS IN PRESENT JOB	TOTAL MONTHS AT PRESENT BASE	TOTAL MONTHS IN DUTY AFSC
_____ (50–52)	_____ (53–55)	_____ (56–58)
TOTAL MONTHS IN CAREER FIELD	**TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE**	**NO. OF SUBORDINATES WHO REPORT TO YOU DIRECTLY FOR SUPERVISION**
_____ (59–61)	_____ (62–64)	_____ (65–66)

IF YOU WERE CONVERTED OR RETRAINED, ENTER PREVIOUS AFSC

PREFIX ☐ (67) NUMBER ☐☐☐☐☐ (68–72) SUFFIX ☐ (73)

ORGANIZATION (CARD 2: 5–35)

PRESENT WORK ASSIGNMENT (CARD 2: 36–73)
(Position or Job Title)

INSTRUCTIONS

SECTION II

BACKGROUND INFORMATION

INSTRUCTIONS

1. Take card A Background Information from your envelope

2. Read the Background Information questions on pages v, through x.

3. Answer each question on answer card A. Blacken the circle that indicates your choice of answers.

BE SURE YOU HAVE THE RIGHT CARD LINE NUMBER TO ANSWER EACH QUESTION.

4. When you have finished answering the Background Information question, check card A, erase any stray marks and replace the card in the envelope.

BACKGROUND INFORMATION

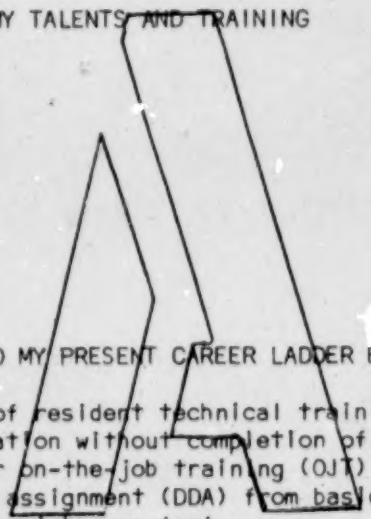
INDICATE YOUR ANSWERS TO THE BACKGROUND QUESTIONS BY BLACKENING THE APPROPRIATE CIRCLE ON ANSWER CARD A.

1. I FIND MY JOB

   (1) Extremely dull
   (2) Very dull
   (3) Fairly dull
   (4) So-so
   (5) Fairly interesting
   (6) Very interesting
   (7) Extremely interesting

2. MY JOB UTILIZES MY TALENTS AND TRAINING

   (1) Not at all
   (2) Very little
   (3) Fairly well
   (4) Quite well
   (5) Very well
   (6) Excellently
   (7) Perfectly



3. I WAS ASSIGNED TO MY PRESENT CAREER LADDER BY

   (1) Completion of resident technical training course
   (2) Reclassification without completion of resident technical training or on-the-job training (OJT)
   (3) Direct duty assignment (DDA) from basic military training to OJT without bypass test
   (4) DDA from basic military training by bypass test
   (5) Conversion from another AF specialty without training
   (6) Retraining from another AF specialty
   (7) Reenlistment from another branch of service

4. DO YOU PLAN ON LEAVING THE AIR FORCE WITHIN THE NEXT FIVE YEARS?

   (1) Yes
   (2) No

IF YES, GO TO QUESTION 5.
IF NO, GO TO QUESTION 6.

BACKGROUND INFORMATION

5. INDICATE WHICH YEAR YOU PLAN ON LEAVING THE AIR FORCE

(1) 1973 (2) 1974 (3) 1975 (4) 1976 (5) 1977 or later

6. DO YOU PLAN TO REENLIST?

(1) No, I plan to retire
(2) No, I plan to separate without retirement benefits
(3) Uncertain, probably no
(4) Uncertain, probably yes
(5) Yes

7. ARE YOU COMPLETING THIS USAF JOB INVENTORY UNDER THE DIRECT SUPERVISION OF THE CBPO OCCUPATIONAL SURVEY CONTROL OFFICER?

(1) Yes
(2) No

IF YES, GO TO QUESTION 10.

8. ARE YOU COMPLETING THIS JOB INVENTORY AT YOUR HOME OR BARRACKS?

(1) Yes
(2) No

9. ARE YOU COMPLETING THIS JOB INVENTORY AT THE ORGANIZATION AT WHICH YOU WORK?

(1) Yes
(2) No

10. HAVE THE INSTRUCTIONS FOR COMPLETING THIS SURVEY BEEN READ OR EXPLAINED TO YOU?

(1) Yes
(2) No

BACKGROUND INFORMATION

11. HAVE YOU COMPLETED ANY OF THE COURSES LISTED BELOW?

(1) Yes (2) No

IF NO, GO TO QUESTION 23.

IF YES, INDICATE THE COURSES YOU HAVE COMPLETED BY BLACKENING CIRCLE NUMBER 1 BESIDE THE CORRESPONDING ITEM NUMBER ON ANSWER CARD A.

12. ADMSC OPERATIONS SUPERVISOR COURSE

13. ADMS PROGRAMMING COURSE

14. CDC 29570 AUTOMATIC DIGITAL SWITCHING TECHNICIAN

15. UNIVAC 418 PROGRAMMING COURSE

16. UNIVAC 1106/1108 EXECUTIVE 8 ASSEMBLY LANGUAGE

17. 3ABR29130 COMMUNICATION CENTER SPECIALIST

18. 3AZR51151-1 COBOL PROGRAMMING

19. 3AZR51172 COMPUTER SYSTEMS ANALYSIS AND DESIGN

20. 3OZR3024D STORE AND FORWARD COMMUNICATIONS COMPUTER PROGRAMMING COURSE

21. 3OZR5135B COMPUTER SYSTEMS ANALYST

22. 4ALT29530 CONUS OPERATIONS

23. HAVE YOU COMPLETED THE ADMSC OPERATIONS SUPERVISOR COURSE?

(1) Yes (2) No

IF NO, GO TO QUESTION 25.

24. IF YES, DO YOU FEEL THE COURSE ADEQUATELY PREPARED YOU FOR YOUR OSEAS ASSIGNMENT?

(1) Yes (2) No

(Continued next page)

BACKGROUND INFORMATION

(Continued)

25. ARE YOU PRESENTLY ASSIGNED TO ONE OF THE FACILITIES LISTED IN ITEMS 26-33?

(1) Yes (2) No

IF NO, GO TO QUESTION 34

IF YES, INDICATE THE FACILITY TO WHICH YOU ARE ASSIGNED BY BLACKENING CIRCLE NUMBER 1 BESIDE THE CORRESPONDING ITEM NUMBER ON ANSWER CARD A.

26. AUTODIN SWITCHING CENTER

27. AUTOMATED COMMUNICATIONS CENTER (U-SET/8)

28. AUTOMATED WEATHER NETWORK

29. ADRC

30. CCPC

31. SACCS

32. SATIN

33. TECHNICAL SCHOOL

34. DOES YOU FACILITY PROCESS ADRC DATA?

(1) Yes (2) No

35. DOES YOU FACILITY PROCESS AUTODIN DATA?

(1) Yes (2) No

36. DOES YOUR FACILITY PROCESS SUPPLY DATA?

(1) Yes (2) No

37. DOES YOUR FACILITY PROCESS WEATHER DATA?

(1) Yes (2) No

38. DO YOU OPERATE ANY OF THE COMPUTERS LISTED IN ITEMS 39-62?

(1) Yes (2) No

10

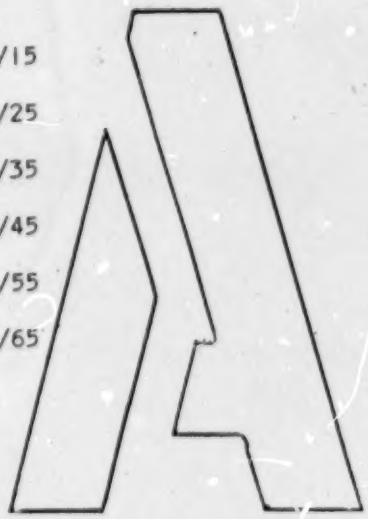
(Continued next page)

BACKGROUND INFORMATION

(Continued)

IF YES, INDICATE THE COMPUTER(s) YOU OPERATE BY BLACKENING CIRCLE NUMBER 1 BESIDE THE CORRESPONDING ITEM NUMBER ON ANSWER CARD A.

39. HONEYWELL 200
40. IBM 360 SERIES
41. ITT 465L
42. PHILCO 1000
43. PHILCO 2000
44. RCA SPECTRA 70/15
45. RCA SPECTRA 70/25
46. RCA SPECTRA 70/35
47. RCA SPECTRA 70/45
48. RCA SPECTRA 70/55
49. RCA SPECTRA 70/65
50. RCA 201
51. RCA 301
52. RCA 501
53. RECOMP II
54. UNIVAC 1004 SERIES
55. UNIVAC 1005
56. UNIVAC 1050
57. UNIVAC 1105
58. UNIVAC 1106
59. UNIVAC 1107



(Continued next page)

11

(Continued)

60. UNIVAC 1108

61. UNIVAC 418 II

62. UNIVAC 418 III

63. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS INSIDE THE CONTINENTAL U.S. (ZONE OF THE INTERIOR)?

(1) Yes (2) No

64. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS OUTSIDE THE CONTINENTAL U.S. (INCLUDING ALASKA AND HAWAII)?

(1) Yes (2) No

x

INSTRUCTIONS

SECTION III

TASK INFORMATION

INSTRUCTIONS

1. Read each task in the booklet. IF YOU DO THE TASK IN YOUR PRESENT JOB, check the space in the right hand column.

2. If a task you do is NOT LISTED anywhere in the entire booklet, write it on the blank page at the end of the booklet. DO NOT ADD TASKS THAT ARE CLASSIFIED.

13

INSTRUCTIONS

TIME RATING TASKS

INSTRUCTIONS

1. Take the white TIME SPENT card and task response cards 1, through 3, from the envelope.

2. The white card has the time scale you are to use for your time ratings.

3. TIME RATE ONLY THE TASKS YOU CHECKED IN YOUR BOOKLET.

4. Cards 1, through 3, are for marking your time ratings.

5. To time rate the tasks you checked in your booklet:

   a. Go back to the first task you checked.

   b. Decide the time rating you think the task should have.

   c. Find the card and card line with that task number.

   d. Blacken the circle corresponding to your time rating with a number 2 pencil.

BE SURE YOU ARE ON THE CORRECT CARD LINE FOR EACH TASK YOU ARE TIME RATING.

EXAMPLE: Suppose you do tasks 1 and 3 below, you would check them in your booklet and then time rate them on your cards.

Evaluate charts or graphs	1 ✓
Exempt personnel from routine duties	2
Fill supply requisition	3 ✓

If you decided you spend a VERY MUCH ABOVE AVERAGE amount of time at task 1 (compared to the other tasks you do) you would blacken circle number 7, on card line 1.

If you DID NOT check task 2 in your booklet, you would leave card line 2 blank.

If you decided you spend an ABOUT AVERAGE amount of time at task 3, you would blacken circle number 4 on card line 3.

1 ① ② ③ ④ ⑤ ⑥ ●
2 ① ② ③ ④ ⑤ ⑥ ⑦
3 ① ② ③ ● ⑤ ⑥ ⑦

When you are through time rating the tasks check your cards. Erase any stray marks and put the cards in the envelope.

14

JOB INVENTORY (DUTY - TASK LIST)			√ IF DONE NOW
AFSC 295X0		PAGE 1 OF 20 PAGES	
A. ORGANIZING AND PLANNING			
Assign sponsors for new personnel	1		
Categorize information as top secret, secret, confidential, or for official use only	2		
Coordinate circuit activations, deactivations, or changes with technical control facilities and maintenance	3		
Coordinate special message handling procedures with customer agencies	4		
Coordinate with contract personnel on government contracts	5		
Coordinate with users or maintenance agencies on planned circuit outages or equipment malfunctions	6		
Determine in-station supply requirements	7		
Determine personnel requirements	8		
Determine work priorities	9		
Develop policies for management of common long haul circuits	10		
Develop policies for management of communications systems	11		
Develop work methods and procedures	12		
Draft communications budget estimates	13		
Draft standing operating procedures (SOP)	14		
Establish section emergency action plans	15		
Establish section safety standards	16		
Estimate communications traffic loads	17		
Formulate or establish message distribution policies	18		
Plan or conduct in station briefings or conferences	19		
Plan or conduct staff briefings or conferences	20		
Plan or establish procedures for document security and control	21		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		
AFSC 295X0	PAGE 2 OF 20 PAGES	✓ IF DONE NOW
Plan or establish quality control programs	22	
Plan or prepare status boards or charts	23	
Plan or schedule work assignments	24	
Plan section record maintenance and disposal procedures	25	
Schedule leaves or passes	26	
B. DIRECTING AND IMPLEMENTING		
Assign personnel to duty positions	27	
Conduct retention interviews	28	
Conduct shift change briefings	29	
Counsel subordinates on career development and job progression	30	
Counsel subordinates on personal problems	31	
Determine new or modified communications equipment requirements	32	
Determine supply or office equipment requirements	33	
Devise procedures for reporting equipment malfunctions	34	
Direct communications security (COMSEC) material handling procedures	35	
Direct maintenance of message routing information	36	
Direct maintenance of publications, records, or correspondence files	37	
Direct personnel in maintaining security standards	38	
Direct personnel in observing safety standards	39	
Draft, edit, or review correspondence	40	
Draft job descriptions	41	
Draft recommended changes to operating publications	42	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)		V IF DONE NOW
AFSC 295X0	PAGE 3 OF 20 PAGES	
Establish procedures for care and utilization of workspace, equipment, or supplies	43	
Implement alert or recall procedures	44	
Implement minimize procedures	45	
Implement procedures for document security and control	46	
Implement procedures for maintaining performance standards	47	
Initiate traffic backlog reports	48	
Maintain inventory of equipment	49	
Perform staff technical assistance visits	50	
Provide technical communications guidance to host units or commands	51	
Resolve technical problems of subordinates	52	
Supervise Automatic Digital Switching Specialists (AFSC 29530)	53	
Supervise Automatic Digital Switching Technicians (AFSC 29570)	54	
Supervise civilian personnel	55	
Supervise Communications Center Specialist/Technicians (AFSC 291X0)	56	
C. INSPECTING AND EVALUATING		
Evaluate budget requirements	57	
Evaluate compliance with work standards	58	
Evaluate individuals for probationary continuation or elimination from 4ALT 29530-I course	59	
Evaluate job descriptions	60	
Evaluate maintenance and use of work space, equipment, or supplies	61	
Evaluate procedures for storage, inspection, or inventory of property items	62	
Evaluate section safety practices	63	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)		
AFSC 295X0	PAGE 4 OF 20 PAGES	✓ IF DONE NOW
Evaluate section security procedures	64	
Evaluate suggestions	65	
Inspect facilities	66	
Investigate accidents or incidents	67	
Review discrepancy reports	68	
TURN CARD OVER		
Review or evaluate incentive programs	69	
Review or evaluate technical publications or directives	70	
Write or indorse airman performance reports	71	
Write or indorse civilian performance ratings	72	
D. TRAINING		
Administer written, oral, or performance tests	73	
Arrange for training aids, space, or equipment	74	
Attend training conferences or briefings	75	
Conduct communications security education programs	76	
Conduct formal classroom instruction	77	
Conduct on-the-job training (OJT)	78	
Conduct supervisory orientations	79	
Conduct training conferences or briefings	80	
(Continued next page)		

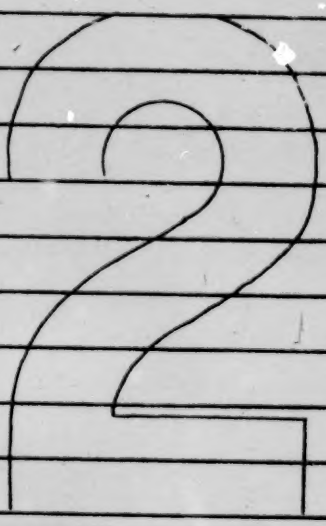
| JOB INVENTORY (DUTY - TASK LIST) | | |

JOB INVENTORY (DUTY - TASK LIST)		PAGE 6 OF 20 PAGES	√ IF DONE NOW
AFSC 295X0			
Complete program tape forms	102		
Maintain alternate routing records	103		
Maintain center configuration logs	104		
Maintain center equipment outage logs	105		
Maintain center on-line and off-line work requests	106		
Maintain center recovery records	107		
Maintain center shift supervisor checklists	108		
Maintain center tape failure reports	109		
Maintain channel number sheets	110		
Maintain communications center message registers	111		
Maintain deferred output tape forms	112		
Maintain daily circuit and equipment status records	113		
Maintain equipment outage/maintenance records	114		
Maintain equipment preventative maintenance logs	115		
Maintain equipment utilization logs	116		
Maintain high precedence logs	117		
Maintain history tape forms	118		
Maintain incoming service message logs	119		
Maintain intercept logs	120		
Maintain line save (LTSAVE) tape forms	121		
Maintain logs on local customer magnetic tape files	122		
Maintain magnetic tape log B forms	123		
Maintain master station logs	124		
Maintain outgoing service message logs	125		
Maintain records on starts or reloads	126		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		✓ IF DONE NOW
AFSC 295X0	PAGE 7 OF 20 PAGES	
Maintain transaction switching transmit and receive logs	127	
Maintain tracer logs	128	
Maintain visitors register	129	
Make entries on or review center general message logs	130	
Make entries on or review header extract tape forms	131	
Make entries on or review intercept tape forms	132	
Make entries on or review overflow tape forms	133	
Make entries on or review retrieval tape forms	134	
F. PERFORMING TRAFFIC SERVICE SECTION OPERATIONS		
Complete message correction notices	135	
Determine or assign routing indicators to outgoing messages	136	
Distribute general messages	137	
Initiate follow-up action on service messages held in suspense	138	
USE CARD 2 ON THE FOLLOWING TASKS		

JOB INVENTORY (DUTY - TASK LIST)	PAGE 8 OF 20 PAGES	✓ IF DONE NOW
AFSC 295X0		

TASKS CONTINUED ON NEXT PAGE FOR CARD 2



TASKS CONTINUED ON NEXT PAGE FOR CARD 2

JOB INVENTORY (DUTY - TASK LIST)		
AFSC 295X0	PAGE 9 OF 20 PAGES	✓ IF DONE NOW
Log incoming messages for distribution	139	
Maintain data card decks or paper tapes on general messages	140	
Operate service section send and receive equipment	141	
Perforate service message tapes	142	
Perform operator maintenance on service section equipment	143	
Prepare card messages	144	
Prepare header and end of transmission cards for data transmission	145	
Prepare service messages	146	
Process tracer actions	147	
Proofread or correct teletype tapes, page copies, or transmission	148	
Review orginal joint message forms	149	
Segregate incoming messages for distribution	150	
Stamp filing time on outgoing messages	151	
Stamp messages with special handling, precedence, or classification instructions	152	
Stamp time of receipt on incoming messages	153	
Stamp time of transmission on outgoing messages	154	
G. PERFORMING MAGNETIC TAPE FUNCTIONS		
Clean or pre-label magnetic tapes	155	
Coordinate tape functions with console operators	156	
Degauss magnetic tapes	157	
Format or deformat bulk data	158	
Inventory magnetic tapes	159	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)		
AFSC 295X0	PAGE 10 OF 20 PAGES	V IF DO TE NO
Maintain tape library transaction records	160	
Make entries on tape purge records	161	
Mount and dismount off-line system tapes	162	
Mount or dismount on-line system tapes	163	
Operate tape logic switches	164	
Perform operator maintenance on tape transports	165	
Remove or file magnetic tapes in tape library	166	
Repair or destroy magnetic tapes	167	
Run tape parity error checks	168	
H. OPERATING ON-LINE EQUIPMENT		
Alternate route traffic	169	
Assign peripheral devices to on-line system	170	
Control or relay information or requests from other sections within center	171	
Coordinate abnormal conditions with other agencies such as maintenance or Defense Communications Agency (DCA)	172	
Evaluate abnormal circuit or equipment conditions through use of computer printouts or status displays	173	
Identify, correct, or report transmission errors	174	
Implement weather data requirements contingency packages (WDRCP)	175	
Make entries on configuration, circuit outage, alternate routing, or intercept records	176	
Manually select transfer switches	177	
Monitor control panel and respond to audible or visual signals	178	
Monitor traffic conditions	179	
Operate high speed paper tape readers	180	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)		PAGE 11 OF 20 PAGES	✓ IF DONE NOW
AFSC 295X0			
Operate on-line cryptographic equipment	181		
Operate or patch modems	182		
Perform on-line equipment code conversions	183		
Perform on-line message recovery	184		
Perform operator maintenance on peripheral equipment	185		
Power up or power down equipment during power outages or fluxes	186		
Prepare card parameters to implement off-line equipment	187		
Prepare interfaced messages	188		
Prepare program cards for card punch equipment	189		
Reconfigure on-line equipment manually	190		
Reconfigure on-line equipment by system command	191		
Reload or restart systems under planned or unplanned conditions	192		
Reroute or direct messages to intercept	193		
Review message printouts to insure onward transmission within prescribed time	194		
Update on-line programs	195		
Verify peripheral devices are available for on-line use	196		
Terminate bojo from systems console	197		
I. PERFORMING SOFTWARE MANAGEMENT FUNCTIONS			
Assemble or prepare program library tapes	198		
Coordinate with other sections, agencies or subscribers on AUTODIN action notices	199		
Implement emergency programming actions	200		
Implement or review telecommunication service requests (TSR)	201		
(Continued next page)			

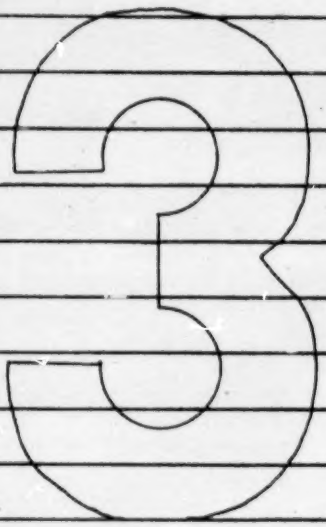
JOB INVENTORY (DUTY - TASK LIST)		√ IF DONE NOW
AFSC 295X0	PAGE 12 OF 20 PAGES	
Implement program revision notices	202	
Implement security routing indicator deletions, additions, or changes by use of general messages	203	
Maintain case files on all subscribers	204	
Maintain contingency alternate routing plans	205	
Maintain plain language address tables (PLA)	206	
TURN CARD OVER		
Maintain routing indicator verification tables	207	
Maintain subject identifier tables. (SID)	208	
Originate AUTODIN action notices	209	
Perform verification procedures on program library tapes	210	
Prepare programs for activation of new subscribers	211	
Prepare programs for deactivation of subscribers	212	
Prepare program tapes for mailing	213	
J. PERFORMING OFF-LINE EQUIPMENT OPERATIONS		
Assemble programs	214	
Load low order memory and standby programs	215	
Load off-line programs	216	
Operate off-line equipment	217	
Operate or analyze logic or configuration switches	218	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)			PAGE 13 OF 20 PAGES	√ IF DONE NOW
AFSC 295X0				
Perform off-line equipment code conversions			219	
Perform program dump procedures to verify abnormal program conditions			220	
Perform recovery procedures on requested messages			221	
Perform reload procedures on off-line equipment			222	
Perform search procedures on abnormal computer printouts			223	
Perform search procedures on lost, delayed, or mishandled messages			224	
Prepare off-line equipment for reload			225	
Prepare paper tape parameters to implement off-line systems			226	
Reconfigure off-line equipment			227	
Review or evaluate off-line printouts			228	
Run listings			229	
Run system analysis programs at rad day change			230	
Select proper off-line routine options			231	
Skip write tapes closed prematurely by parity errors			232	
K. PERFORMING SYSTEM ANALYSIS FUNCTIONS				
Advise subscribers in maintenance of operational publications			233	
Analyze circuit and equipment outage reports			234	
Analyze system printouts			235	
Collect or analyze statistical data to improve systems			236	
Compile data for monthly communication operating summaries (COMOPS)			237	
Compile data for routine surveys such as personnel utilization			238	
Compile data for special surveys such as tracer actions or overload conditions			239	
(Continued next page)				

JOB INVENTORY (DUTY - TASK LIST)		PAGE 14 OF 20 PAGES	V IF DONE NOW
AFSC 295X0			
Compile statistics of messages that contain errors	240		
Conduct facility quality control programs	241		
Conduct routine surveys such as personnel utilization	242		
Conduct special surveys such as tracer actions or overload conditions	243		
Coordinate with subscribers on operational and procedural problems	244		
Distribute COMOPS	245		
Maintain case files on subscribers	246		
Maintain general message files	247		
Maintain information on subscribers such as key personnel, telephone numbers, or routing indicators	248		
Maintain technical publication files	249		
Originate daily communications improvement memorandum (CIM) reports	250		
Prepare COMOPS	251		
Prepare work requests	252		
Review distribution of general messages	253		
Review facility operational records	254		
Review or compile preventative and demand maintenance of assigned equipment	255		
Review or file transmit and receive monitor reels	256		
Review or report suspected interlaced messages	257		
L. PERFORMING COMPUTER PROGRAMMING FUNCTIONS			
Analyze software deficiencies	258		
Code software instructions	259		
Coordinate interface and integration requirements with users	260		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		
AFSC 295X0	PAGE 15 OF 20 PAGES	√ IF DONE NOW
Correct computer system programs	261	
Correct software routines	262	
Design test procedures	263	
Desk check software routines	264	
Make or recommend corrections to eliminate program deficiencies	265	
Operate keypunch for software changes	266	
Participate in test and acceptance of software program assemblies	267	
Perform feasibility studies	268	
Perform program patching or validation	269	
Prepare data for testing	270	
Prepare inputs for system documentation	271	
Prepare or update master programs for implementation	272	
Prepare preliminary flow charts	273	
Prepare software deficiency reports	274	
Provide documentation for operators manuals	275	
Provide documentation for programmers manuals	276	
USE CARD 3 ON THE FOLLOWING TASKS		

JOB INVENTORY (DUTY - TASK LIST)		
AFSC 295X0	PAGE 16 OF 20 PAGES	V IF DONE NOW
TASKS CONTINUED ON NEXT PAGE FOR CARD 3		
TASKS CONTINUED ON NEXT PAGE FOR CARD 3		



JOB INVENTORY (DUTY - TASK LIST)		
AFSC 295X0	PAGE 17 OF 20 PAGES	√ IF DONE NOW
Provide documentation for system reference manuals	277	
Test computer systems	278	
Test software routines	279	

GO TO PAGE xli AND FOLLOW INSTRUCTIONS FOR TIME RATING TASKS.

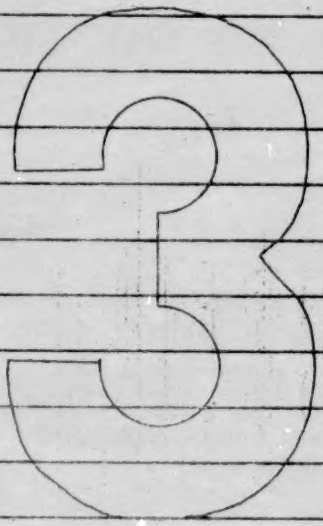
WHEN YOU HAVE COMPLETED ALL RATINGS ON CARD 1-3 YOU WILL HAVE COMPLETED THIS USAF JOB INVENTORY.

PLACE THE CARDS IN THE ENVELOPE PROVIDED AND TURN THIS BOOKLET IN TO YOUR OCCUPATIONAL SURVEY CONTROL OFFICER.

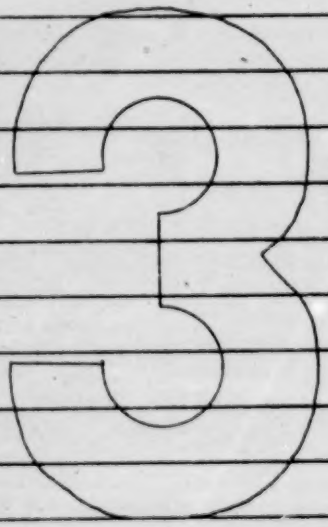
3

JOB INVENTORY (DUTY – TASK LIST)		
AFSC 295X0	PAGE 18 OF 20 PAGES	✓ IF DONE NOW

JOB INVENTORY (DUTY - TASK LIST)	PAGE 19 OF 20 PAGES	√ IF DONE NOW
AFSC 295X0		



JOB INVENTORY (DUTY – TASK LIST)	PAGE 20 OF 20 PAGES	✓ IF DONE NOW
AFSC 295X0		



☆U.S. GOVERNMENT PRINTING OFFICE: 1973-779-9[illegible]/342
ATC 342